

## Homeroom Teachers – Quick Reference for KG-02 Report Cards

Log-in to GradeSpeed: <https://gradebook.roundrockisd.org/gs/>

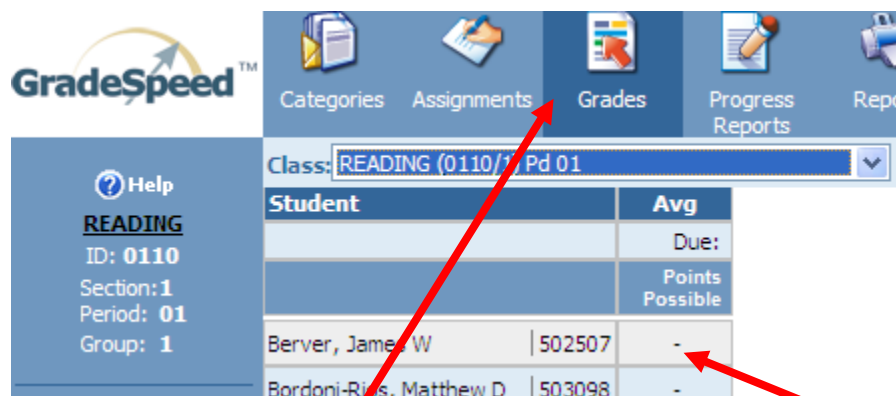
Username = your 6-digit employee ID#

(Note – leave the password field blank if this is your first time to access GradeSpeed this year)

\*\*\* KG - 02 teachers do **NOT** setup categories or assignments in GradeSpeed. Do not utilize either of these icons on the toolbar. These are for 03 - 12 grade teachers only.



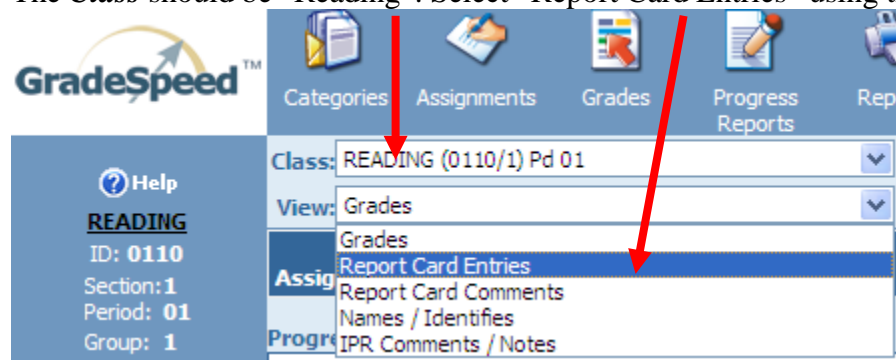
### Assigning benchmark values to students



First, make sure that “**Grades**” is highlighted on the menu.

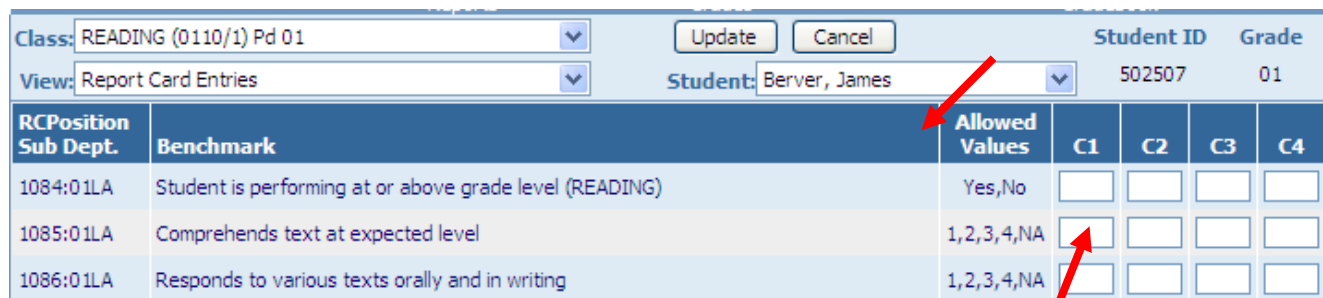
In the first column to the right of the student’s name (the Ave – Due: - Points Possible column) you will see a small line. Move your cursor over that line and the arrow should turn into a hand indicating that it is a link. Click on the link.

The **Class** should be “Reading”. Select “Report Card Entries” using the drop-down menu for **View**.



**Note:** Your benchmarks for all subjects will be listed on one screen, so do not worry about selecting any other subjects (e.g. math, sci, etc.) from the **Class** drop down menu to assign values, unless the student has been withdrawn, is attending another RRISD campus and has a new homeroom teacher.

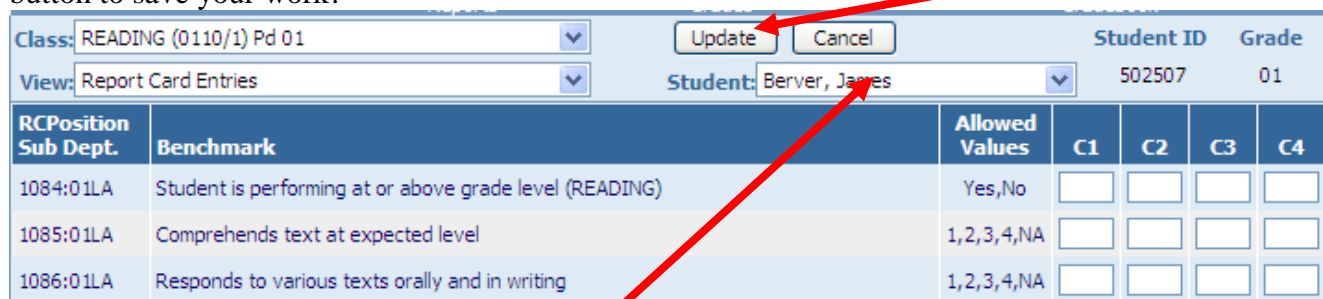
Select the student you wish to assign benchmark values to from the *Student* drop-down menu.



RCPosition Sub Dept.	Benchmark	Allowed Values	C1	C2	C3	C4
1084:01LA	Student is performing at or above grade level (READING)	Yes,No				
1085:01LA	Comprehends text at expected level	1,2,3,4,NA				
1086:01LA	Responds to various texts orally and in writing	1,2,3,4,NA				

Assign values for all of the benchmarks in the appropriate grading cycle column, using only the *Allowed Values* for each benchmark. (\*\*Kindergarten teachers WILL be entering grades in the “C1” column for Grading Cycle 1 from now on. The column will no longer be grayed out.) Please use the value of “N/A” where appropriate.

When you are done assigning benchmark values for that student, make sure you click the “**Update**” button to save your work!

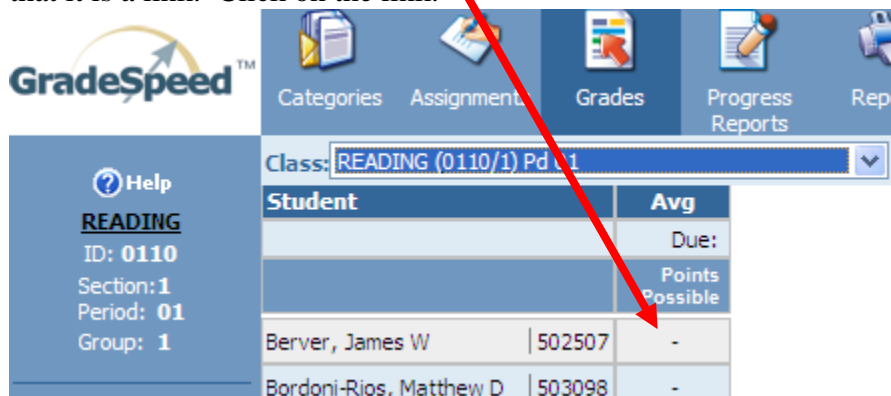


RCPosition Sub Dept.	Benchmark	Allowed Values	C1	C2	C3	C4
1084:01LA	Student is performing at or above grade level (READING)	Yes,No				
1085:01LA	Comprehends text at expected level	1,2,3,4,NA				
1086:01LA	Responds to various texts orally and in writing	1,2,3,4,NA				

Select the next student from the drop-down menu and continue assigning benchmark values to the rest of your class. Don’t forget to click the “**Update**” button to save your work after each student!

Report Card Comments:

In the first column to the right of the student’s name (the Ave – Due: - Points Possible column) you will see a small line. Move your cursor over that line and the arrow should turn into a hand indicating that it is a link. Click on the link.



Student	Avg
Berver, James W   502507	-
Bordoni-Rios, Matthew D   503098	-

The **Class** should be “Reading”. Select “Report Card Comments” using the drop-down menu for **View**.

The screenshot shows the GradeSpeed interface. The 'View' dropdown menu is open, showing options: 'Grades', 'Report Card Entries', 'Report Card Comments' (highlighted), 'Names / Identifies', and 'IPR Comments / Notes'. Red arrows point to the 'View' dropdown and the 'Report Card Comments' option.

Enter your personalized comment(s) in the appropriate grading cycle box. Please note that although the screen states “max 150 characters” – this has changed this year (2008-2009) to a totally open text field. The screen will be updated to reflect this change to “max 650 characters.” Click the “**Update**” button when you are finished.

The screenshot shows the GradeSpeed interface with the 'Update' button highlighted. Below the button are four grading cycle boxes labeled C1, C2, C3, and C4. Red arrows point to the 'Update' button and the C1 box.

Select the next student from the drop-down menu and continue assigning personalized comments to the rest of your class, clicking “Update” between each student.

### **Spanish Report Cards – This is for students who take the TEJAS LEE.**

From any screen, click the “Grades” icon on the menu bar.

The screenshot shows the GradeSpeed interface with the 'Grades' icon highlighted. Below the icon is a table with student names and IDs. A red arrow points to the 'Grades' icon.

Student	Avg
Berver, James W	502507
Bordoni-Rios, Matthew D	503098

Click on the student’s name to go to the “Student Profile” page.

Check the box for “Print Report Cards in Spanish.”

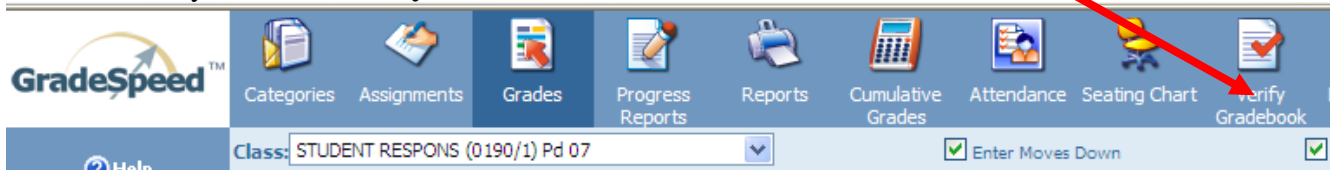
☒ Print Report Report Cards in Spanish

Click “Update”

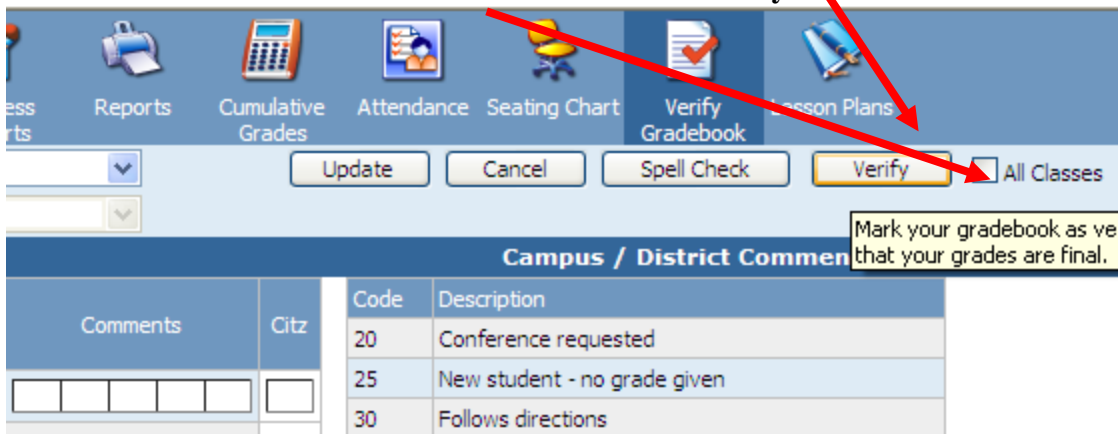
\*\*\*NOTE - Checking the box for printing report cards in Spanish will NOT convert/translate teacher comments into Spanish.

### Printing Report Cards

After all of your grades and comments are entered, click the “**Verify Gradebook**” icon on the menu. This will take you to the “**Verify Grades**” screen.



Select the check-box next to “**All Classes**” and click “**Verify**”



After you click “Verify” you will be prompted (“Are you sure you want to verify...”), click **OK**.

\*\*\*NOTE - After you have verified your gradebook, it will be locked.

As soon the registrar “generates” the reports for the entire campus, you will see a verification link appear in your far left column near the “Lock” & “Sign Out” links.



Please do not print your report cards until you have received an e-mail from your Registrar/Student Records Specialist letting you know they are ready to print.

Please be sure you “Scroll” down all your students’ report cards **BEFORE** printing them to check for any blank grades/spaces. If you find any missing grades in (Art, Music, PE or if you have a student in a Resource Class) let your Student Records Specialist know and “Do Not Print” until the corrections have been made and the report cards for your class have been regenerated.

Make sure you are on a computer that is connected to a laser printer before you click on that link to print out all of your report cards, as all of them will print out at the same time. If you need to print only one student’s report card, note the page numbers for that student and enter them in the “pages” block when sending them to a printer (example – print pages 11-12.)

**\*\*\*NOTE** – Please do not print off class sets of report cards on your color ink jet printer. If your computer is not connected to an area laser printer, please access your Gradebook in a computer lab or on a laptop to utilize the laser printer.